

Immigration Updates & Employment Authorization for International Students



Presenter

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Agenda

1. Intended Outcomes
2. Immigration Updates
3. International Students at Berkeley
4. Overview of degree-related employment options: CPT, OPT, AT
5. Advising Scenarios

Outcomes

- ❑ Spring 2019 Current Immigration Updates & Trends
- ❑ Learn about the most common types of off-campus employment authorization.
- ❑ Understand the campus advisor's role in recommending these benefits.
- ❑ Understand BIO's role in recommending and authorizing students' employment.



Immigration Updates

Immigration Updates

- ❑ Form I-539- Change of Status revision
 - ❑ Fingerprinting & fees, form update
 - ❑ See [NAFSA I-539 Update](#) page
- ❑ H-1B Final Rule
 - ❑ New method of how USCIS counts H-1B petitions towards the cap
 - ❑ In effect from April 1, 2019
 - ❑ New registration system starting 2021
 - ❑ Change will "likely increase the number of beneficiaries with a master's or higher degree from a U.S. institution of higher education to be selected for further processing under the H-1B allocations."
 - ❑ 65,000 H1-Bs, 20,000 reserved for higher degrees.
 - ❑ See [NAFSA H-1B Final Rule](#) page
- ❑ H-1B 2019 season begins April 1
 - ❑ Premium processing begins May 20
- ❑ Travel Issues
 - ❑ Electronic device searches, social media & App review
 - ❑ <https://internationaloffice.berkeley.edu/entry-us-travel-and-re-entry>
- ❑ Reminder- Drug/Alcohol violations are very serious!
Cannabis is federally illegal!

Current Reminders

- ❑ OPT & CPT Season has begun!
- ❑ Wait times at BIO have increased, and numbers have doubled since Sp 2018
- ❑ GSAOs- please be sure to send your PhDs possibly completing in Summer to BIO first!
- ❑ Undergrad Advisors- make sure students completing have checked with BIO about options

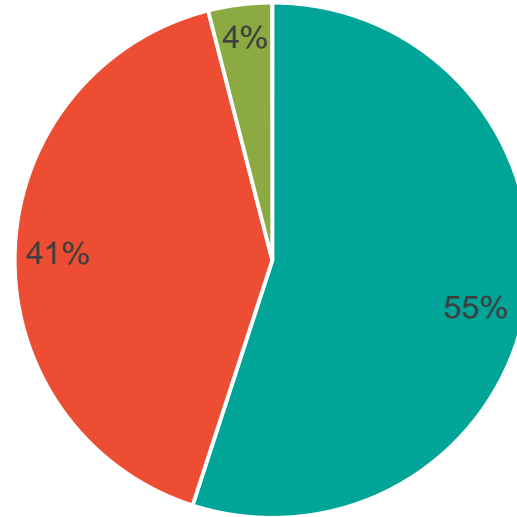


International Students

At UC Berkeley

International Student Numbers (Fall 2018)

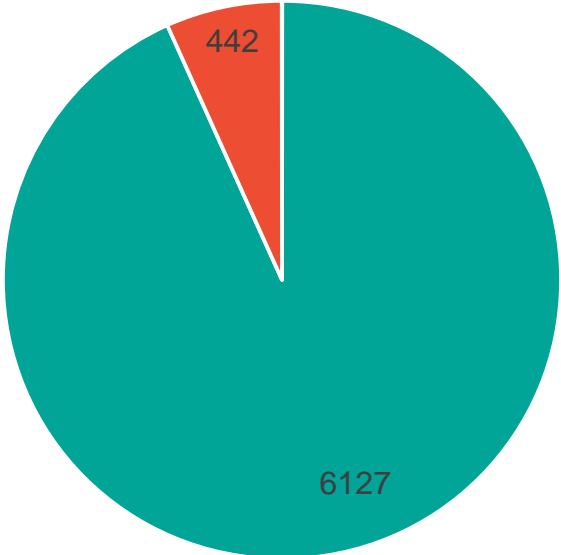
International Student populations (approx. 6500 total)



■ Undergrad ■ Graduate ■ EAP ■

Current F vs. J Breakdown

F vs J-1



■ F-1 ■ J-1

OPT, STEM & AT numbers

- Total OPT, STEM OPT, and AT (Fall 18): 2,241
- F-1 Students starting OPT after Spring 2018: 920
- F-1 Students on Summer 2018 CPT: 667
- J-1 Students starting AT after Spring 2018: 48

Who does BIO serve?

- ❑ F-1 and J-1 students (& dependents)
- ❑ J-1 scholars (& dependents)

BIO cannot advise on, or authorize employment for, UCBX students, Fulbrighters, other visa categories (e.g., E-2, H-4), DACA students.

BIO may be able to provide advising on culture/adjustment issues or change of status.

On-campus employment

- ❑ F-1 students on UC Berkeley I-20s are automatically authorized to work on campus until their I-20 end date.
- ❑ J-1 students need written authorization from BIO. Must be renewed EVERY YEAR.
- ❑ Both are limited to 20 hours/week during the academic year.

F-1/J-1 students sponsored by a different organization (e.g., UCBX, Fulbright, another school) must check with their program sponsor for any type of employment authorization (on- or off-campus)

<https://internationaloffice.berkeley.edu/students/employment/oncampus>

On-campus employment: J-1 students

J-1 On-Campus Employment/Fellowship Authorization

This form is used by J-1 students to request on-campus employment or fellowship/scholarship authorization. Authorization may be granted for a **maximum of one year at a time**.

- To request **On-Campus Employment Authorization**, please complete **PART I**.
- For **Fellowship Payment Authorization**, please complete **PART II**.

Student Information

Family/Last Name: <input type="text"/>	Given/First Name: <input type="text"/>
Date of Birth: <input type="text"/>	Student ID: <input type="text"/>
Email: <input type="text"/>	Phone: <input type="text"/>
Expected Semester of Graduation: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer, Year: 20 <input type="text"/>	

PART I: On-Campus Employment Authorization

Type of Employment: <input type="checkbox"/> GSI/GSR <input type="checkbox"/> Student Worker <input type="checkbox"/> Other (please list title): <input type="text"/>	
Name of Employer/Dept: <input type="text"/>	Supervisor's Name: <input type="text"/>
Employer/Dept. Address: <input type="text"/>	Supervisor's Email: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/>	Supervisor's Phone: <input type="text"/>

Supervisor's Signature: _____	Date: _____
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Requested Employment Dates (MM/DD/YY) <i>Dates should fall within semester dates</i>	DO NOT COMPLETE <i>To be completed by Berkeley International Office ONLY</i>	
Fall: <input type="text"/> - <input type="text"/> Hours/Wk: <input type="text"/>	<input type="checkbox"/> Dates Approved	<input type="checkbox"/> Other Dates:
Winter Brk: <input type="text"/> - <input type="text"/> Hours/Wk: <input type="text"/>	<input type="checkbox"/> Dates Approved	<input type="checkbox"/> Other Dates:
Spring: <input type="text"/> - <input type="text"/> Hours/Wk: <input type="text"/>	<input type="checkbox"/> Dates Approved	<input type="checkbox"/> Other Dates:
Summer: <input type="text"/> - <input type="text"/> Hours/Wk: <input type="text"/>	<input type="checkbox"/> Dates Approved	<input type="checkbox"/> Other Dates:

PART II: Fellowship Payment Authorization *(to be completed by Department, GSAO, PI or Program Advisor)*

Name of Department: <input type="text"/>	Department Officer's Name: <input type="text"/>
Department Address: <input type="text"/>	Department Officer's Email: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/>	Department Officer's Phone: <input type="text"/>

Department Officer's Signature: _____	Date: _____
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Fellowship Period indicate semester(s) & year(s) *(This authorization must be renewed every year.)*

Fall 20 Winter Break 20 Spring 20 Summer 20

BIO Advisor's Signature

Title

Date

Off-campus employment types

F-1 students

- ❑ Severe Economic Hardship
- ❑ Employment with International Organization
- ❑ **Curricular Practical Training (CPT)**
- ❑ **Optional Practical Training (OPT)**
- ❑ **24-Month OPT STEM Extension**
- ❑ **OPT H-1B “Cap Gap Extension”**

J-1 students

- ❑ **Academic Training**
- ❑ Employment for urgent, unforeseen circumstances

Eligibility

Authorization to gain off-campus work experience related to field of study

- F-1 students: may be eligible to apply after one academic year
- J-1 students: may be eligible to apply after one semester
- Work must be DIRECTLY related to current UC Berkeley major field of study



F-1 Curricular Practical Training (CPT)

Scenario

Yao, an F-1 second year PhD EECS student from China, gets a job offer from Apple to do consulting on a new product they plan to release next year. Thrilled, he runs to your office for advice, telling you that this is his dream job.

- Do you think this is possible?
- What's the first thing you do?

What is F-1 CPT?

How does this relate to Yao?

- ❑ Authorization for eligible F-1 students to gain practical experience in their field of study during degree program
- ❑ The training must be “an integral part of an established curriculum”*
 - ❑ **Degree requirement:** graduation requirement for all students in the degree program
 - ❑ **Course credit:** elective internship or independent study within a degree program
 - ❑ Course enrollment must be concurrent with employment and at appropriate level of study
 - ❑ Granted on a semester-only basis
- *We expect increased DHS scrutiny of student employment, excessive CPT usage.*
- <https://internationaloffice.berkeley.edu/students/employment/cpt>

Part-time or Full-time?

❑ Fall and Spring

- ❑ Part-time (20 hours maximum/week)
- ❑ Exception: Graduate students who have advanced to candidacy
- ❑ No Winter break-only CPT. May have extension of Fall or early start of Spring

❑ Summer

- ❑ Full-time* or part-time (part-time only if it is the student's first or final semester)
- ❑ Dates: May begin day after Spring semester ends until day before Fall classes begin. Students graduating in Summer must end by end of Summer term.

❑ Final Term

- ❑ Part-time only (no exceptions), includes Summer!

Yao's department process



1. Yao receives an offer letter.



2. Yao works with his department to enroll in course & get CPT request form completed.

How does the process work in your department?

CPT Form: Student information

Curricular Practical Training (CPT) Request Form

See eligibility criteria here: <https://internationaloffice.berkeley.edu/students/employment/cpt>

*All fields on this form are required. Please note that authorization will NOT be granted for work that has started before submitting this form. This is form is also available at http://internationaloffice.berkeley.edu/students/request_forms.

1. **Work with your academic advisor to complete Academic Adviser's Recommendation** sections of this form.
2. **Enroll** in the appropriate course in order to receive credit for CPT (*required unless CPT is a degree requirement; see page 3*).
3. **Print your Cal Central enrollment confirmation and attach it** to this form.

Print the "My Academics" page which shows both your full-name and your enrollment. There are no printing facilities available for use at Berkeley International Office. Please print your enrollment confirmation before coming to our office.

4. **Provide a copy of your CPT offer letter.**

Letter should be on letterhead including: Company name and address, student's job title/job description, dates of employment, hours per week, salary (if paid) and supervisor name, title, email and phone.

5. **Submit** the CPT Request Form, proof of enrollment and offer letter to Berkeley International Office.
6. **Pick up your new I-20** at Berkeley International Office **3 business days** after submitting your complete CPT application.

Student Information

Family Name: Bear	First Name: Oski
Student ID Number: 123456789	SEVIS ID Number: N001234567
Major/Department: Mechanical Engineering	Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input checked="" type="checkbox"/> Ph.D.
Telephone: 555-123-4567	Email: oski@berkeley.edu

CPT Employment Information

 Confirm all information below with CPT Employer.

Job Title: Mechanical Engineering Intern	<input type="checkbox"/> Part-time (20 hours/week or less) <input checked="" type="checkbox"/> Full-time (more than 20 hours/week)
<ul style="list-style-type: none">• Fall and Spring CPT dates must start no earlier than first day of semester instruction and end no later than the last day of finals.• For all other cases, see "CPT by Semester" on page 3. Complete question 4 in Academic Adviser's Recommendation Part 2.	
Requested Start Date*: 1/01/2019 (*Date must allow for three business day processing time)	Requested End Date: 5/25/2019
Company Name: Apple, Inc.	
Company Address: One Infinite Loop	City: Cupertino State: CA Zip code: 95014
Is this your physical work location? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* (*complete Physical Site of Activity box below)	
Physical Site of Activity Name: 	
Physical Site of Activity Address: 	City: State: Zip code:

Academic Adviser's Recommendation (Part 1)

CPT Form: Academic Dept. Recommendation

Academic Advisor's Recommendation (Part 1)

To be completed by the Major/Department Adviser (Undergrads) or Faculty Adviser/Graduate Student Affairs Officer (Graduates)

Advisor's Name: Iman A. D'Visor	Advisor's Email: a.advisor@berkeley.edu
Student's Expected Program Completion Date: Spring 2021	Did the student advance to Ph.D. candidacy? <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No * If yes, complete question 3 in Academic Adviser's Recommendation Part 2)
Federal Regulations indicate that we may authorize CPT "that is integral part of an established curriculum". At UC Berkeley, we define that integrality as being that the work experience is either 1) a degree requirement for all students in the degree program <u>OR</u> that 2) the student is enrolled in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student's degree program.	
Select ONE of the following to explain how this CPT experience is an integral part of the student's curriculum:	
<input type="checkbox"/> This internship will fulfill a degree requirement that is listed on the Berkeley International Office website: https://internationaloffice.berkeley.edu/students/employment/cpt	
<input checked="" type="checkbox"/> This CPT is not a degree requirement, and the student will be receiving course credit in the following course (course # required*): ME299	
<i>* If student will receive course credit, they are required to submit proof of the course enrollment</i>	

CPT Form: Academic Dept. Recommendation

Academic Adviser's Recommendation (Part 2)

F-1 visa regulations state that an F-1 student may participate in a "curricular practical training program" that is "an integral part of an established curriculum" and "directly related to the student's major area of study."

Work with your academic advisor to complete this section. Questions 1 & 2 are required for ALL CPT applicants.

Undergrads = Major/Department Adviser; Graduates = Faculty Adviser/Graduate Student Affairs Officer

1. Describe the academic requirements of the CPT course enrollment or the degree requirement:

Oski will complete the following requirements for as part of the ME299 research units:

- 1) Complete testing for thesis data set on 3D modeling
- 2) Complete outline of Chapter 5 of dissertation
- 3) Analysis of testing using anonymized datasets from internship projects

2. Explain how this CPT experience directly relates to the student's current major area of study:

Oski will be completing a PhD in Mechanical Engineering dissertation on 3D modeling. Specifically, the 3D mechanical design and tooling design assignments with Apple will allow Oski to gain experience and data using a number of design tools and techniques which will be described in his dissertation.

CPT Form: Academic Dept. Recommendation

3. **If the student is a PhD Advanced to Candidacy**, please explain how the employment experience is necessary or integral to the completion of the thesis/dissertation. **If the PhD student is requesting full-time CPT in Fall/Spring**, explain why full-time employment is required.

PhD Students in ME gain theoretical knowledge of engineering/design through coursework/research. This experience provides Oski a critical opportunity to run simulations in a real-world scenarios with hardware and technology unavailable at UC Berkeley. Real-world experience of design and implementation and access to large testing data sets is critical to the completion of Oski's dissertation.

4. **If the student is requesting CPT dates which begin or end outside the dates of the semester of CPT enrollment (examples: extension of Fall CPT, or early start to Spring CPT)**, please explain the academic reason that the practical training experience cannot be completed during the semester of enrollment, and why the additional time is needed.

As part of Oski's internship experience, he will be working on an analysis of a proprietary project with datasets within a finite date range, which will extend past the semester completion date. Oski will not be able to complete the necessary 3D modeling analysis project before the end of the semester, and completion of the project is integral completion of Oski's dissertation.

I confirm that I have reviewed and approve the Curricular Practical Training plan as described in this form.

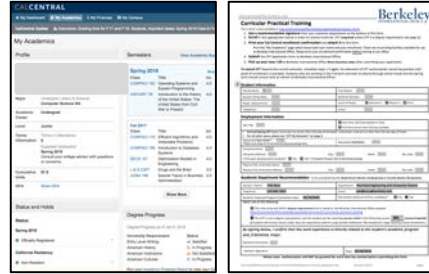
Adviser's Title: *Iman A. D'Visor*

Department: *Graduate Adviser*

Telephone: *510-123-4567*

Activate
Go to Settings

Yao's BIO process



The top row shows two screenshots. The left one is a screenshot of the BIO portal's 'My Academics' page, displaying a profile for 'Spring 2014' with a list of courses and their statuses. The right one is a 'Berkeley' 'Certificate Practical Training' form, which is a detailed document for requesting CPT, including sections for 'Applicant Information', 'Employer Information', and 'Academic Information'.

1. Yao submits completed CPT request form, employer letter and proof of course enrollment to BIO.



This screenshot shows a page from the BIO portal with a large green checkmark in a circle overlaid on the center, indicating that the application has been approved. The background shows a form with various fields and a large 'F-1' label in the top right corner.

2. BIO authorizes (3 business days).



This screenshot shows the 'Form I-20' from the BIO portal, which is a document used for international students to apply for visas. It includes fields for 'Applicant Information', 'Employer Information', and 'Academic Information', and a large 'F-1' label in the top right corner.

3. Yao receives I-20 from BIO authorizing CPT employment.

CPT Authorization

Authorization for CPT is printed on page 2 of Yao's I-20 with the following details:

- Part-time or full-time work
- Authorized dates of employment
- Name and city of employer (full address details in SEVIS)

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00 (F-1) NAME:

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	16 JAN 2018	11 MAY 2018

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	16 JAN 2018 - 11 MAY 2018		

EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Apple	16 JAN 2018	11 MAY 2018	CUPERTINO, CA

Common CPT problems

- ❑ Not eligible (1 academic year)
- ❑ Inappropriate job
 - ❑ Hours per week, relation to studies, no supervision
- ❑ Incomplete Employer letter
- ❑ Poorly completed Advisors recommendations
 - ❑ When you sign off- consider whether the questions are fully answered.
 - ❑ Rejection Example: Q: Describe the academic requirements for the CPT course enrollment/degree requirement. *A: Student is enrolled in course.* Q: Explain how this CPT directly relates to student's major. *A: See above.*
 - ❑ Tip: Develop a good fill in the blank template!



F-1 Optional Practical Training (OPT)

Scenario

Maria, an F-1 Integrative Biology PhD student from Chile, plans on filing her dissertation this semester. She receives a job offer as a researcher from Genentech and wants to know how she can work for them after she files her dissertation.

- ❑ Do you think this is possible?
- ❑ What is the first thing you would do?
- ❑ What issues might she face?

What is F-1 OPT?

- ❑ Available for up to 12 months at completion of each higher degree level
- ❑ Recommended by BIO, approved by United States Citizenship and Immigration Services (USCIS)
- ❑ Employment must be related to major field of study
- ❑ No job offer is required to apply
- ❑ Three types:
 - ❑ Pre-Completion (rare)
 - ❑ Standard Post-Completion (Most Common):
<https://internationaloffice.berkeley.edu/students/employment/opt>
 - ❑ STEM Extension OPT (Additional 24 Months)
<https://internationaloffice.berkeley.edu/sstudents/employment/stemopt>

OPT Tutorial: Maria's first step

OPT TUTORIAL

Optional Practical Training (OPT) Tutorial

Berkeley International Office (BIO)
2299 Piedmont Avenue
Berkeley, CA 94720
(510) 642-2818



<http://internationaloffice.berkeley.edu>

Berkeley
INTERNATIONAL OFFICE

Program completion date

For OPT purposes, the completion date is:

Undergraduates

Completion date is the last day of final exams (e.g., 5/11/2018).

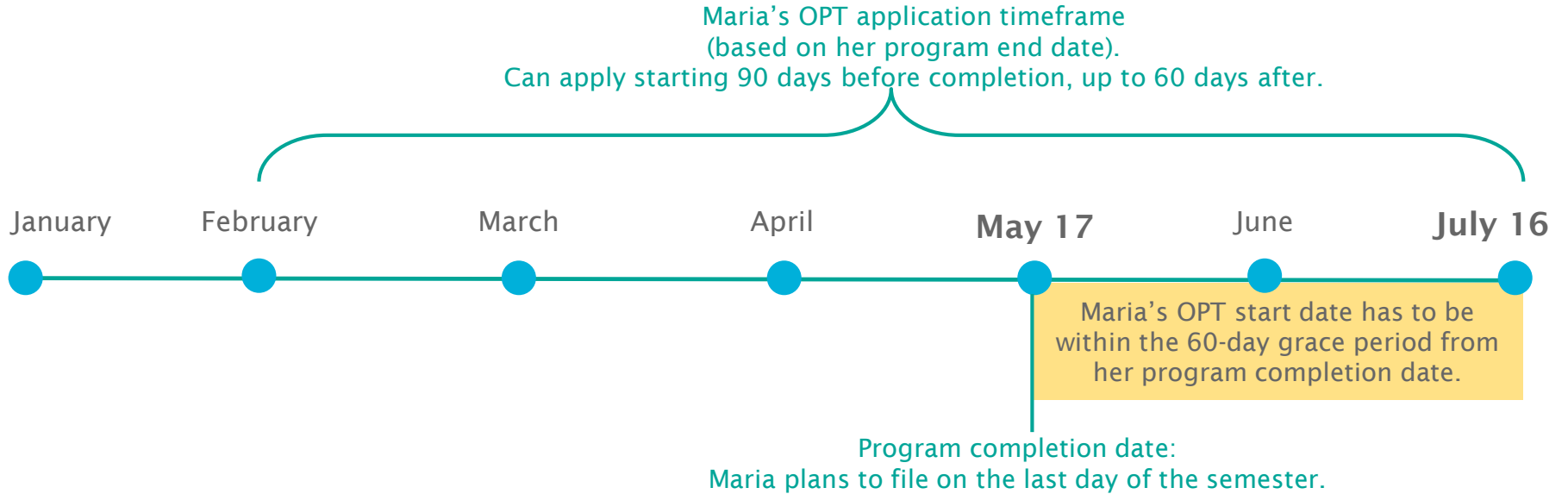
Graduates

Completion date is the day thesis or dissertation is filed OR the last day of final exams.

(Maria's completion date)

PhD/Thesis Grad Students completing in Spring/Summer should consult with BIO before applying due to timing.

OPT Timeline



OPT application process with USCIS takes approximately 90 days.
OPT Tutorial contains timelines for full academic year, and special programs (Law, MFE)

Maria's department process

1. Maria knows she is ready to file her dissertation and apply for OPT.
2. Maria meets with department to confirm program completion date and to complete OPT request.

OPT Form: Academic Dept. Recommendation

Academic Recommendation This section must be completed by your academic advisor. Undergraduates = College Advisor or Department Advisor Graduates = Faculty Advisor or Graduate Student Affairs Officer	Student's Major: Integrative Biology	Second Major (if applicable):
	Is student registered in current term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input checked="" type="checkbox"/> Ph.D
	When is student expected to complete all degree requirements? Semester: Spring Year: 2018	Will the student have completed all coursework requirements for the degree by the start date of OPT? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Graduate students only: Has student applied for filing fee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	When is student expected to file their thesis? Date : May 11, 2018	
	<i>"I confirm that the information provided in this section is true and correct. I would like to recommend that this student be allowed to obtain Optional Practical Training in order to secure a position in his/her field of study."</i>	
	Optional Comments : 	
	Advisor's Name: Oski Bear	
Department : Integrative Biology		
Signature: Oski Bear	Telephone: 510-642-1818	

Maria's BIO process



The image shows the Berkeley Optional Practical Training Request Form. It is a detailed document with multiple sections for personal information, contact details, and a section for the employer or sponsor. The Berkeley logo is visible at the top right.

1. Maria submits completed request to BIO.



The image shows the same Berkeley Optional Practical Training Request Form, but with a large green checkmark overlaid in the center, indicating that the request has been approved. The 'F-1' label is visible in the top right corner.

2. BIO approves OPT request.



The image shows the Berkeley Optional Practical Training Request Form with a circular stamp in the center. The stamp contains the text 'I-20 OPT ENDORSEMENT' and a date, indicating that the form has been used to issue an I-20 with an OPT endorsement. The 'F-1' label is visible in the top right corner.

3. BIO issues I-20 with OPT endorsement (3 business days).

OPT Authorization

BIO recommends Maria for OPT on page 2 of the I-20 with her requested OPT dates.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00 (F-1) NAME:

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
OPT	FULL TIME	REQUESTED	1 JUN 2018	31 MAY 2019

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		

Maria's USCIS process

1. Gather documents and prepare application for USCIS.
2. Send application to USCIS
3. Receive receipt notice from USCIS in 2-4 weeks.
4. Wait approximately 90 days.
5. Receive Employment Authorization Document.



Maria's obligations while on OPT

Regulations require that students on OPT report certain information to the government:

- Employment information
- Any changes to a student's name and address

Students can self-report at io.berkeley.edu/ssu.

Common OPT problems

- Applied too late (outside of date range)
- Submitted USCIS app with old I-20 (30 days from BIO issue date)
- Forgot documents
- Didn't complete I-765 correctly
- Travel & denial/RFE
- Denial after grace period



F-1 24-Month STEM Extension OPT

STEM Extension

- Additional 24-month period of OPT
- Degrees in Science, Technology, Engineering or Mathematics (CIP code specific)
- Employment with an E-Verify employer
- Completion of I-983 Training Plan
- Apply directly with BIO and USCIS
- Application must be received by USCIS no later than last day of 12-Month OPT
- Higher reporting requirements: 6 month validations, 12-/24-month evaluations.
- See BIO's STEM page, including STEM tutorial:
<https://internationaloffice.berkeley.edu/students/employment/stemopt>
- Hiring at UC Berkeley?
https://internationaloffice.berkeley.edu/ucb_departments/j-1/opt_hiring



Months of OPT authorization											
1	2	3	4	5	6	7	8	9	10	11	12
									Apply for STEM		

- ✓ Apply up to 90 days before OPT EAD end date.
- ✓ USCIS must receive complete application no later than OPT EAD end date.



F-1 OPT Cap-Gap Extension

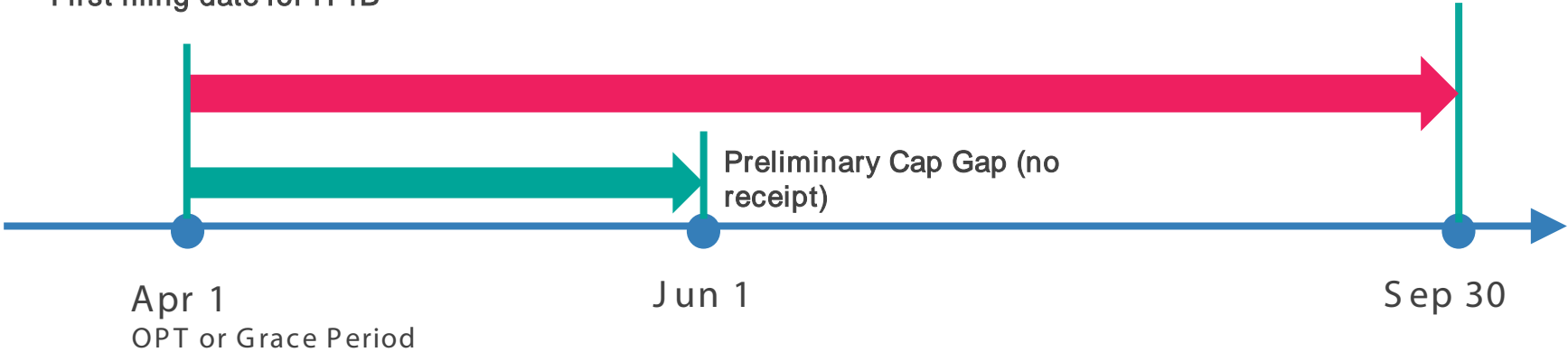
F-1 OPT Cap-Gap Extension

- ❑ For students who have a pending H-1B employment application application, OPT may be extended to cover the cap between OPT and H-1B.
- ❑ Learn more:
<https://internationaloffice.berkeley.edu/students/employment/cap-gap>
- ❑ If student is in an active period of OPT or in 60 day grace period after OPT when H-1B is filed with USCIS



H-1B Start Date = Oct. 1

First filing date for H-1B



- Based on H-1B receipt notice.
- Based on confirmed delivery of H-1B application.

NOTE: Employment is authorized during extension period ONLY IF OPT was active on April 1.



J-1 Academic Training

Scenario

Pierre, a J-1 exchange student from France is nearing the completion of his year abroad. His major at his home institution is journalism and he's interested in getting work experience in the U.S. before returning home. He applies for an internship at the SF Chronicle, gets a job offer, and visits your office for help.

- Do you think this is possible?
- What's the first thing you do?

What is J-1 Academic Training?

- Work authorization related to current degree or EAP program of study
- 18 months or for a period equal to the length of the study program, whichever is shorter (an 18 month extension for up to to 36 total months for post-doctoral research)
- AT totals are cumulative, including all previously used AT- even at a different educational level
- Employer-specific authorization
- Recommended by Academic Department, authorized by BIO

Does Pierre qualify for AT?

- ❑ Pierre has to have a job offer to apply
- ❑ Pierre has to apply before completion of his academic program
- ❑ Program completion date:
 - ❑ Undergraduates – the last day of final exams
 - ❑ Graduates – the day thesis/dissertation is filed
 - ❑ EAP – the last day of final exams

Part-time or Full-time?

- ❑ Fall and Spring
 - ❑ Part-time (20 hours maximum/week)
 - ❑ Exception: Graduate students who have advanced to candidacy
- ❑ Summer
 - ❑ Full-time or part-time (part-time only if it is the student's final semester)
- ❑ Final Term
 - ❑ Generally part-time only, but Grads who have advanced may opt to begin their “post-completion training” period early.

Pierre's department process



1. Pierre receives an employment offer letter.



2. Pierre meets academic advisor with employment letter and completes AT form with advisor.

AT Form: Student information

internationaloffice.berkeley.edu



J-1 Academic Training (AT) Request Form

See eligibility criteria and length of available AT here: <https://internationaloffice.berkeley.edu/students/employment/at>

***All fields on this form are required.** Submit the application for AT to Berkeley International Office at least **3 working days** before completion of the academic program & **before the DS-2019 expires**. AT authorization will **NOT** be backdated. Beginning work without authorization is a serious violation of status. **Incomplete AT applications** will result in either a **delay** or **denial** of requested AT. See page 3 of this form for more information.

To request an Academic Training DS-2019, you must submit to Berkeley International Office:

- This form completed and signed by you and your Academic Advisor (original signature required).
- **Copy of employment letter:** Letter should be on letterhead including: Company name and address, student's job title/job description, dates of employment, hours per week, salary (if paid) and supervisor name, title, email and phone.
- **Post-Completion AT financial documents** showing at least \$2100/month. If applicable, additional funding proof for dependents at \$850/month for spouse and \$750/month per child for the duration of students AT. Salary information from paid job may be used for proof of funding.
- **Post-Completion AT Services Fee:** \$100 Post-Completion Services Fee: Attach Credit/Debit card receipt OR check/money order made payable to "UC Regents." Credit card payments can be made here: <https://io.berkeley.edu/forms/pcfef>

+ Student Information

Family Name: Bear		Given Name: Oski
Telephone: 510-123-4567	Email: oski@berkeley.edu	* Program Completion Date: 12/14/18
Student ID Number: 123456789	DS-2019 End Date: 12/14/18	Previous Academic Training Used (total number of months): 0
UC Berkeley Major or EAP field of study: Mechanical Engineering		Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input checked="" type="checkbox"/> PhD/Doctoral <input type="checkbox"/> EAP
Which type of Academic Training are you applying for? <input type="checkbox"/> Pre-completion (You will not have completed your program before your AT start date) <input checked="" type="checkbox"/> Post-completion (You will have completed your program by your AT start date)		
AT Changes & Evaluation Agreement		
<input checked="" type="checkbox"/> I will immediately report any change in my AT employment to Berkeley International Office. Change to a new employer will require a new AT form.		
<input checked="" type="checkbox"/> Post-completion AT: I will update my US address/contact information online on the BIO SSU HUB: https://io.berkeley.edu/ssu		
<input checked="" type="checkbox"/> At the end of my AT, I will submit a Final Evaluation of my AT experience online through the BIO SSU HUB: https://io.berkeley.edu/ssu		
Health Insurance Agreement		
<input checked="" type="checkbox"/> During my AT period I will be covered by health insurance that fully meets the J-1 requirements for myself and any J-2 dependents with me in the U.S. for the full length of my stay in the U.S. I understand that failure to do so is a violation of J Exchange Visitor status and would lead to termination of my Exchange Visitor program and my right to stay in the U.S. I confirm that my insurance and that of any J-2 dependents meets the J student insurance requirements found at https://internationaloffice.berkeley.edu/students/current/i-1insurance		
Signature of Student: Oski Bear		Date: 1/07/2019
Name of J-1 Insurance Provider(s) for full AT period: International Student Insurance, Inc.		
Name of J-2 Insurance Provider(s) for full AT period: International Student Insurance, Inc.		

Employment Information Confirm all information with AT employer. This information should match your offer letter.

Name of Employer (Company Name): Apple, Inc.		Student's Job Title: 3D Modeling Intern	
Supervisor's First and Last Name: Jane Doe		Supervisor Title: Engineering Projects Manager	
Supervisor's Phone: 510-555-5555		Supervisor's Email: jane@apple.com	
Company Name: Apple, Inc.		City: Cupertino State: CA Zip code: 95014	
Company Address: One Infinite Loop			
Is this your physical work location? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* (*complete Physical Site of Activity box below)			
Physical Site of Activity:		Physical Site of Activity Address:	
City: _____		State: _____ Zip code: _____	
*Hours Per Week: 40	*Begin date: 12/15/2018	End Date: 6/15/2020	Total Compensation: \$110,000

*Post-completion Academic Training must begin within 30 days of your program completion date and be a minimum of 20 hours per week.

AT Form: Academic Dept. Recommendation

- Goals & Objectives, Relation to Degree

Academic Adviser's Recommendation

J-1 Academic Training (AT) is training related to a student's field of study and requires goals, objectives and a clear explanation of how the training is integral or critical to the student's academic program of study.

This section must be completed with your academic adviser.

EAP = College Adviser; Undergrads = Major/Department Adviser; Graduates = Faculty Adviser/Graduate Student Affairs Officer

Describe the academic goals and/or objectives of the student's Academic Training experience:

Oski's academic goals for work-based learning related to his ME degree include:

- 1) gaining exposure and competency in utilizing proprietary 3-D design tools,**
- 2) advancing his overall design skills, and**
- 3) deepening his understanding of how parts behave in different real-world environments.**

Explain how this Academic Training experience directly relates to the student's current UC Berkeley degree or Education Abroad Program (EAP) field of study:

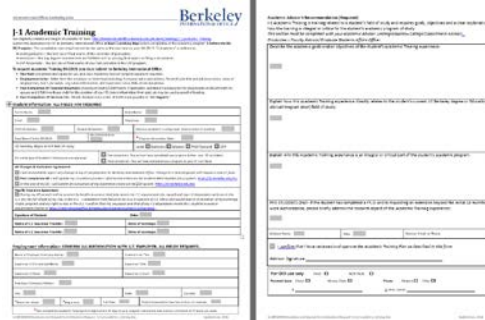
Oski has completed a PhD in Mechanical Engineering and completed his dissertation on 3D modeling. Specifically, the 3D mechanical design and tooling design assignments with Apple will allow Oski to gain experience in a number of design tools and techniques described in his dissertation.

AT Form: Academic Dept. Recommendation

- Integrality to program, 18 month postdoctoral extension

<p>Explain why this Academic Training experience is an integral or critical part of the student's academic program:</p> <p>PhD Students in ME gain theoretical knowledge of engineering/design through coursework/research. This experience provides Oski a critical opportunity to practice those skills in real-world scenarios with hardware and technology unavailable at UC Berkeley. Real-world experience of design and implementation is critical to complete a fully rounded post-graduate ME curriculum</p>		
<p>PHD STUDENTS ONLY - If the student has completed a Ph.D. and is requesting an extension beyond the initial 18 months of work authorization, please briefly address the research aspect of the Academic Training experience:</p> <p>Oski's position is a research intensive position, with research as an ongoing job requirement and part of a research unit within the company.</p>		
<p><input checked="" type="checkbox"/> <i>I confirm that I have reviewed and approve the Academic Training Plan as described in this form. If the student is applying for Post-Completion Academic Training, I also confirm the student will have completed all degree or program requirements by the start of the AT period, or has only thesis/dissertation remaining.</i></p>		
<p>Adviser Name: Iman A. D'Visor</p>	<p>Title: Graduate Adviser</p>	<p>Department: Mechanical Engineering</p>
<p>Adviser's Signature: Iman A. D'Visor</p>	<p>Date: 1/07/2019</p>	<p>Adviser Email or Phone: a.dvisor@berkeley.edu</p>

Pierre's BIO process



The image shows a Berkeley Academic Training Request Form. The form is titled "Berkeley Academic Training Request Form" and includes sections for "I-1 Academic Training", "Employer Information", "Academic Information", and "Comments". It contains various fields for personal and professional details, as well as checkboxes for different types of training.

1. Pierre submits AT request form, with employer letter, including proof of funding if job is unpaid



The image shows a DS-2019 form with a large green checkmark overlaid on it, indicating approval. The form is titled "U.S. Department of State" and "Department of Homeland Security". It includes fields for "Applicant Information", "Employer Information", and "Comments".

2. Based on department's recommendation, BIO authorizes AT.



The image shows a DS-2019 form, similar to the one above, but without the checkmark. It is titled "U.S. Department of State" and "Department of Homeland Security". It includes fields for "Applicant Information", "Employer Information", and "Comments".

3. BIO issues DS-2019 endorsed for AT (3 business days).

AT Authorization

Authorization for AT is printed on page 1 of Pierre's DS-2019.

- ❑ DS-2019 is extended to accommodate AT period.
- ❑ Employment details and authorization dates are listed.

Purpose of this form: **Amend a previous form: Site of Activity Modified**

3. Form Covers Period: From (mm-dd-yyyy) : 08-16-2017 To (mm-dd-yyyy) : 08-31-2018	4. Exchange Visitor Category: STUDENT NON-DEGREE Subject/Field Code: Subject/Field Code Remarks: 24.0199 EAP Reciprocity Program
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5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:

Academic Training:
SF CHRONICLE
(05-12-2018 – 03-21-2018)

Common CPT problems

- ❑ Not eligible (1 semester)
- ❑ Inappropriate job
- ❑ Incomplete Employer letter
- ❑ Poorly completed Advisors recommendations



Advising Scenarios

CPT Scenario

Juan, a F-1 Computer Science 3rd year undergraduate comes to you with a full time internship opportunity from Google for the spring 2019 semester. It may even lead to a full time job upon graduation. He wants to know what is required to accept the job.

- Do you think this is possible?
- What's the first thing you do?

OPT Scenario

Sujin, a senior studying economics, is on track to graduate this spring and comes to your office to complete her OPT request. She is extremely concerned about one of her classes and worries that she may fail. She asks if you can indicate that her program completion date will be December 15, 2019 in case she does not pass this class.

- Do you think this is possible?
- What's the first thing you do?

Thank you!
Questions?